

US Department of Housing Urban Development  
Office of Public and Indian Housing

---

# **The Office of Housing Voucher Program**

**Presents**

**Voucher Management System (VMS)**

US Department of Housing Urban Development  
Office of Public and Indian Housing

# Voucher Management System

---

The Office of Public and Indian Housing is proud to introduce the Voucher Management System (VMS).

- This data collection application replaces the previous web-based data collection process using the form HUD 52681-B.
- This new system will be available to you online on or about November 15, 2003, via the Web Access Security System (WASS).
- The VMS subsystem utilizes the same WASS security access system as FASS-PH, using the same ID and password for both systems.
- The quarterly reporting requirements remain the same.

US Department of Housing Urban Development  
Office of Public and Indian Housing

# Voucher Management System

---

- Enhancements to VMS from the prior web based system:
  - Uses a secure website
  - Unique Individual User Id and passwords
  - Easier access to system
  - Prior data submissions availability
  - User friendly
  - Online data revision/changes using previously submitted data.

US Department of Housing Urban Development  
Office of Public and Indian Housing

# Voucher Management System

---

- ❖ The Secure Connection component of WASS includes online registration forms that are accessible via the World Wide Web.
- ❖ Used by HUD's trusted Business Partners to submit requests for the authority to access secure systems that reside behind HUD's firewall.

# Voucher Management System

---

- ❖ Under the WASS security system there are two role codes available for your users:
  - ❖ **RWA – Read/Write Access** – is the general role code for users of the system allowing inputting of information and reading of reports.
  - ❖ **HAS – Housing Agency Submitter** – is the submitter role code that allows submission of the data input to the system following review of the data.

# Voucher Management System

---

How to get access into WASS and the HUD VMS Systems?

- To access WASS system you must first be a registered user. External users may register by going to the REAC (Real Estate Assessment Center) homepage at the following URL:

<http://www.hud.gov/offices/react/online/reasyst.cfm>

- If your organization does not have a systems coordinator, contact the REAC Technical Assistance Center (TAC) for assistance in establishing one @ Phone: 1-888-245-4860

# US Department of Housing Urban Development Office of Public and Indian Housing Voucher Management System

HUD's Internet Web Site:

The screenshot shows the HUD's Internet Web Site in Microsoft Internet Explorer. The browser window title is "Homes and Communities - U.S. Department of Housing and Urban Development (HUD) - Microsoft Internet Explorer". The address bar shows "http://www.hud.gov/". The page content includes a red header with the HUD logo and navigation links. A yellow callout box highlights the "Work online" link in the left sidebar.

**Homes & Communities**  
U.S. Department of Housing and Urban Development

Thursday, October 30, 2003

En español | Text only | Search/index

**HUD news**  
Newsroom  
Priorities  
About HUD

**Homes**  
Buying  
Owning  
Selling  
Renting  
Homeless  
Home improvements  
HUD homes  
Fair housing  
FHA refunds  
Foreclosure  
Consumer info

**Communities**  
About communities  
Volunteering  
Organizing  
Economic development

**Working with HUD**  
Grants  
Programs  
Contracts  
**Work online**  
HUD jobs  
Complaints

**Resources**  
Library

**October is Healthy Homes Month!**  
HUD is working with our Nation's communities to make sure our homes are protected from safety and health hazards, such as lead poisoning. Read how you can keep your home healthy, and learn how HUD is helping your community.

- Healthy Homes Month
- Help yourself to a healthy home
- Lead paint safety guide
- Martinez announces \$147 million for healthy homes

**Local Information**  
Find information about homes and communities, organized by state.

Select a State

**Homes for Sale**  
Find homes for sale from HUD and other federal agencies.

**Information For...**  
Citizens

- Homebuyers
- Senior citizens
- Veterans/Military
- Kids
- Students

**HUD Highlights**

- Revised Asset Control Area Program awards First Contract
- Secretary Martinez announces \$47.6 million in grants to help families across the U.S.
- HUD Announces HOPE VI Funding Availability
- Mortgage Credit Analysis Handbook
- Secretary Martinez testifies on Government

**At Your Service**

- Learn how to use HUD's website
- Learn how to buy a HUD home
- Learn how to apply for public housing and Section 8
- See if HUD owes you a refund on your FHA loan
- Make a new account for your...

**Housing Industry**

- Lenders
- Brokers
- Housing agencies/tribes
- Multifamily industry
- Appraisers
- Health care facilities providers

**Other Partners**

**To access the Voucher Management System, select Work online option on the lower left side of the screen**

US Department of Housing Urban Development  
Office of Public and Indian Housing

# Voucher Management System

The web page should look like the the screen below:

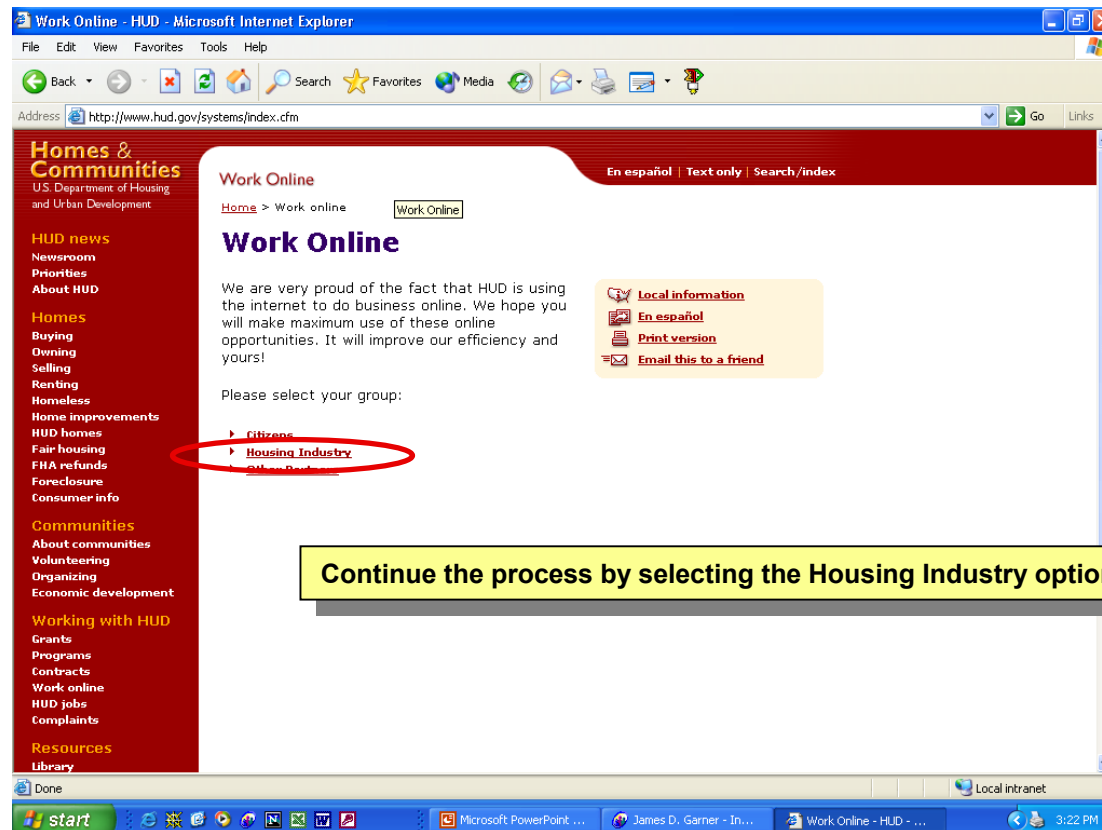




US Department of Housing Urban Development  
Office of Public and Indian Housing

# Voucher Management System

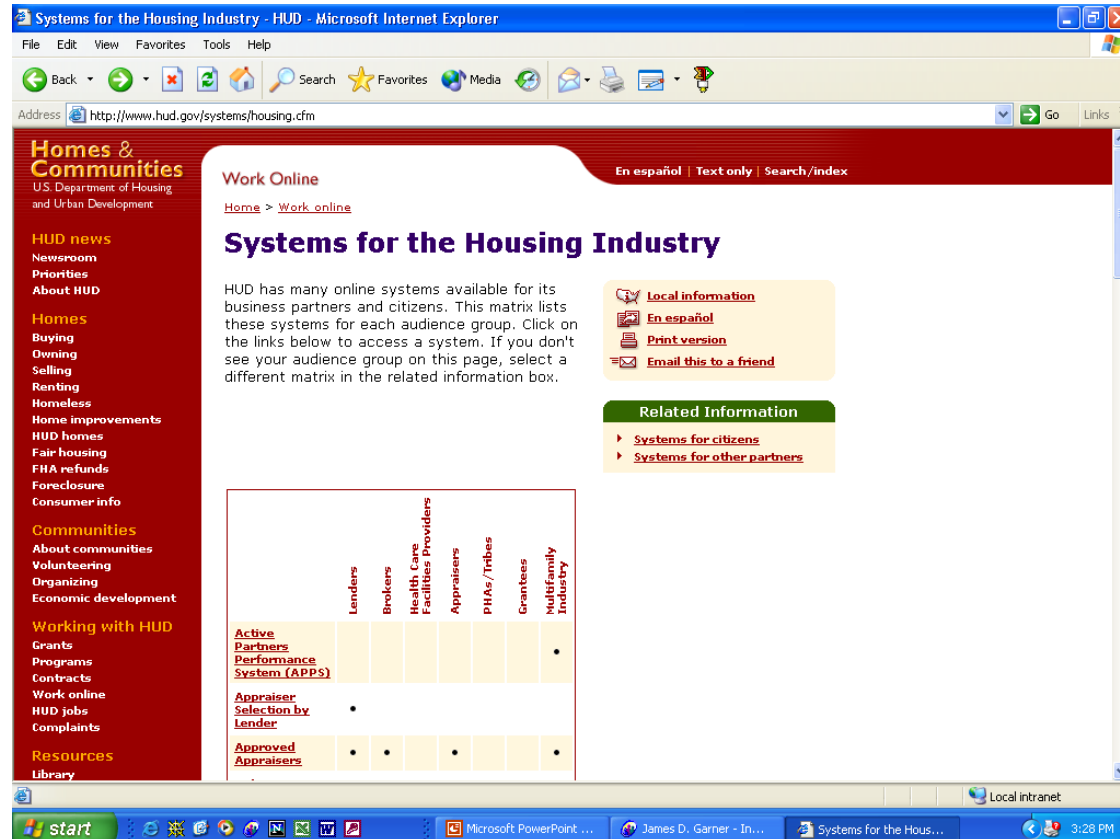
The web page should look like the the screen below:



US Department of Housing Urban Development  
Office of Public and Indian Housing

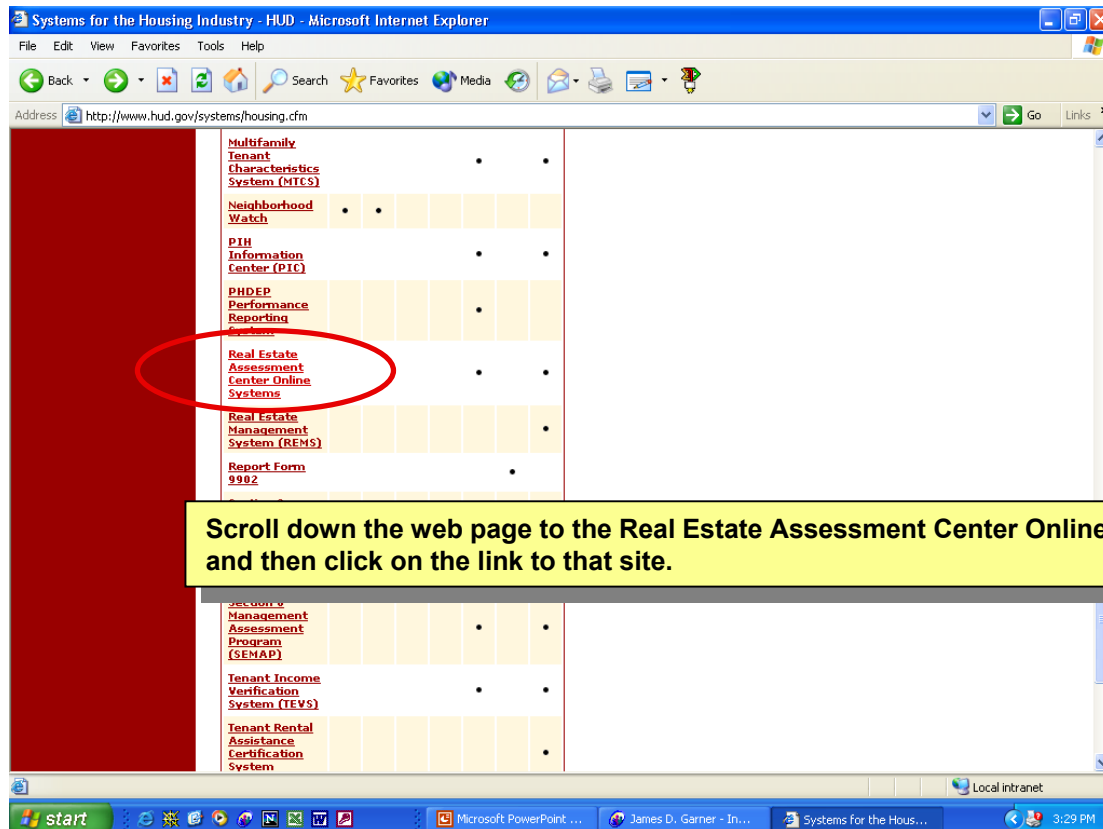
# Voucher Management System

Your web page should look like the the screen below:



US Department of Housing Urban Development  
Office of Public and Indian Housing

The web page should look like the the screen below:



US Department of Housing Urban Development  
Office of Public and Indian Housing

# Voucher Management System

The web page should look like the the screen below:

**Homes & Communities**  
U.S. Department of Housing and Urban Development

**Real Estate Assessment Center**  
About REAC  
Business area products  
Business partners  
Online systems  
Common questions  
Calendar  
Industry user guides  
Library  
Directory  
Training  
Technical support  
Contact us

**HUD news**  
**Homes**  
**Communities**  
**Working with HUD**  
**Resources**  
**Tools**  
Let's talk  
Webcasts  
Mailing lists  
Contact us  
Help

**FIRSTGOV**  
Your First Click to the U.S. Government

**Real Estate Assessment Center**  
En español | Text only | Search/index

[Home](#) > [About HUD](#) > [Real Estate Assessment Center](#) > Online systems

## Online Systems

- **ATTENTION PASS USERS!!!**  
Unfortunately, some of the users are unable to log onto the Online Secured Systems. We regret any inconvenience this may have caused. The problem will be resolved and the Online System will be available for logon Monday, September 29, 2003. (09/25/03)
- **ATTENTION ALL PIH-REAC USER!**  
Several users are receiving an error message when attempting to access applications from within Secure Systems. The message states:  
  
An error occurred while evaluating the expression: "#client.userid#"  
  
If you are one of the users experiencing this error message, please click on the following link: [Secure Systems Fix](#)  
  
You should then receive the following message \$\$ System: "REAC is UP".  
  
Once you have received this message you will be able to access the applications within Secure Systems.  
  
If you experience any further issues, please contact the PIH-REAC Technical Assistance Center at 1-888-245-4860.

[Local information](#)  
[Print version](#)  
[E-mail this to a friend](#)

Existing users log in below  
**LOG IN**

Need to access HUD systems?  
Register below:  
**Online Registration**  
**PASSWORD RESET**  
Note: Password reset will require you to provide exact information from your original registration.

**Helpful Tools**  
▶ [On-line Registration](#)  
▶ [Quick Tips for Registration](#)  
▶ [Technical FAQs](#)  
▶ [Password Instructions](#)  
Effective April 8, 2000 Secure Systems Passwords must be reset every 21 days. [More password details](#)  
▶ [System Requirements](#)  
▶ [PIH System Security Guide](#)

US Department of Housing Urban Development  
Office of Public and Indian Housing

# Voucher Management System

The web page should look like the the screen below:

**Homes & Communities**  
U.S. Department of Housing and Urban Development

**Real Estate Assessment Center**  
About REAC  
Business area products  
Business partners  
Online systems  
Common questions  
Calendar  
Industry user guides  
Library  
Directory  
Training  
Technical support  
Contact us

**HUD news**  
**Homes**  
**Communities**  
**Working with HUD**  
**Resources**  
**Tools**  
Let's talk  
Webcasts  
Mailing lists  
Contact us  
Help

**Real Estate Assessment Center**  
En español | Text only | Search/index

Home > About HUD > Real Estate Assessment Center > Online systems

## Online Systems

- **ATTENTION PASS USERS!!!**  
Unfortunately, some of the users are unable to log onto the Online Secured Systems. We regret any inconvenience this may have caused. The problem will be resolved and the Online System will be available for logon Monday, September 29, 2003. (09/25/03)
- **ATTENTION ALL PIH-REAC USER!**  
Several users are receiving an error message when attempting to access applications from within Secure Systems. The message states:  
  
An error occurred while evaluating the expression: "#client.userid#"  
  
If you are one of the users experiencing this error message, please click on the following link: [Secure Systems Fix](#)

[Local information](#)  
[Print version](#)  
[E-mail this to a friend](#)

Existing users log in below  
**LOG IN**

Need to access HUD systems?  
Register below:  
**Online Registration**  
**PASSWORD RESET**  
Note: Password reset will require you to provide exact information from your original registration.

**Helpful Tools**  
[password details](#)  
[System Requirements](#)  
[PIH System Security Guide](#)

**FIRSTGO**  
Your First Click to the U.S. Government

**White House**

If you experience any further issues, please contact the PIH-REAC Technical Assistance Center at 1-888-245-4860.

**This is the REAC home page from the Internet. Since you will be accessing this site in the future for additional VMS reporting, it would be advisable to add this URL address to your Internet Explorer Favorites or to Netscapes Bookmark menu options.**

# US Department of Housing Urban Development Office of Public and Indian Housing Voucher Management System

## EXTERNAL USER LOGIN INSTRUCTIONS

For external users, you will notice this is the same web page you used to register for your user id and password. Above the "Online Registration" button you will see a "LOG IN" button. Click on this button to bring up the login prompt.

**Homes & Communities**  
U.S. Department of Housing and Urban Development

**Real Estate Assessment Center**  
About REAC  
Business area products  
Business partners  
Online systems  
Common questions  
Calendar  
Industry user guides  
Library  
Directory  
Training  
Technical support  
Contact us

**HUD news**  
**Homes**  
**Communities**  
**Working with HUD**  
**Resources**  
**Tools**  
Let's talk

**Real Estate Assessment Center**  
En español | Text only | Search/index

Home > About HUD > Real Estate Assessment Center > Online systems

## Online Systems

- ATTENTION PASS USERS!!!**  
Unfortunately, some of the users are unable to log onto the Online Secured Systems. We regret any inconvenience this may have caused. The problem will be resolved and the Online System will be available for logon Monday, September 29, 2003. (09/25/03)
- ATTENTION ALL PIH-REAC USER!**  
Several users are receiving an error message when attempting to access applications from within Secure Systems. The message states:  
  
An error occurred while evaluating the expression: "#client.userid#"  
  
If you are one of the users experiencing this error message, please click on the following link: [Secure Systems Fix](#)

[Local information](#)  
[Print version](#)  
[E-mail this to a friend](#)

Existing users log in below  
**LOG IN**

Need to access HUD systems?  
Register below:  
[Online Registration](#)  
[PASSWORD RESET](#)

Note: Password reset will require you to provide exact information from your original registration.

US Department of Housing Urban Development  
Office of Public and Indian Housing

# Voucher Management System

## EXTERNAL USER LOGIN INSTRUCTIONS cont...

- After clicking on the button you will see a prompt to enter your user id and password.
- Enter your your user id and password. Since you are an external user, your user id will begin with an M or I.

The screenshot shows the 'Real Estate Assessment Center' website. On the left is a red sidebar with navigation links: 'Homes & Communities', 'Real Estate Assessment Center', 'About REAC', 'Business area products', 'Business partners', 'Online systems', 'Common questions', 'Calendar', 'Industry user guides', 'Library', 'Directory', 'Training', 'Technical support', 'Contact us', 'HUD news', 'Homes', 'Communities', 'Working with HUD', 'Resources', 'Tools', and 'Let's talk'. The main content area has a header with 'En español | Text only | Search/index' and a sub-header 'Real Estate Assessment Center'. A modal window titled 'Connect to hudapps.hud.gov' is open, showing a login form with fields for 'User name:' (with a dropdown arrow) and 'Password:', a 'Remember my password' checkbox, and 'OK' and 'Cancel' buttons. Below the modal, an error message states: 'An error occurred while evaluating the expression: "#client.userid#"'. It advises users experiencing this error to click on the 'Secure Systems Fix' link. To the right of the modal, there are links for 'Local information', 'Print version', and 'E-mail this to a friend'. Below these are buttons for 'LOG IN' and 'Online Registration', and a 'PASSWORD RESET' button. A note at the bottom right says: 'Note: Password reset will require you to provide exact information from your original registration.'



US Department of Housing Urban Development  
Office of Public and Indian Housing

# Voucher Management System

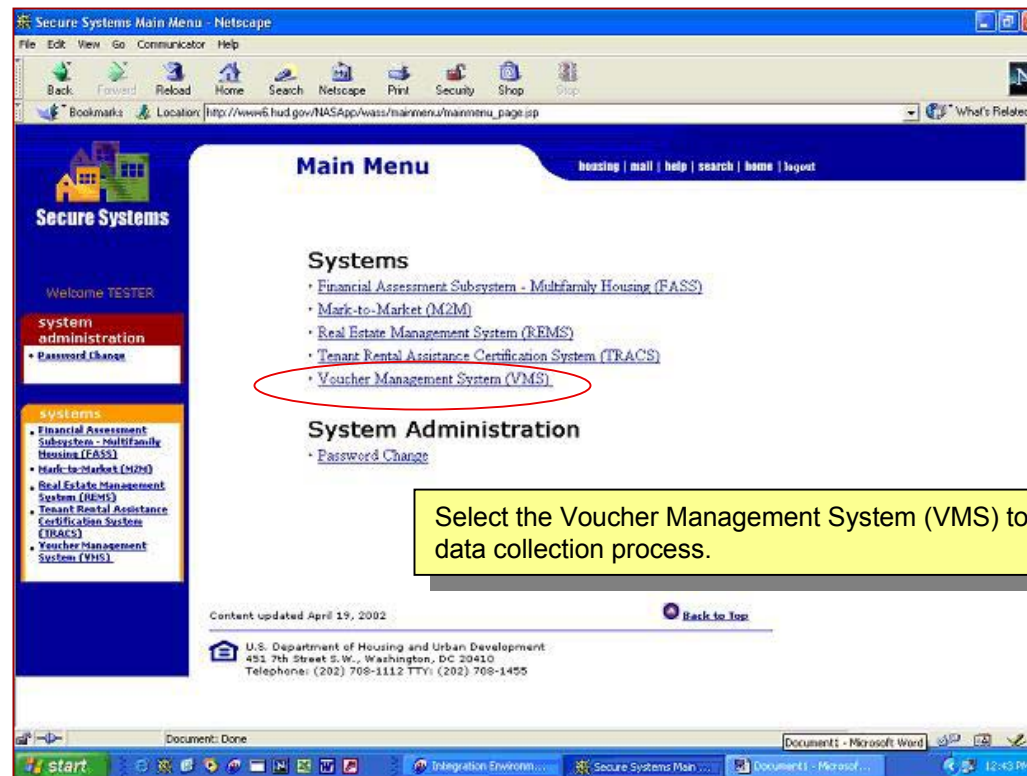
Legal and warning notice for WASS system.





# US Department of Housing Urban Development Office of Public and Indian Housing Voucher Management System

REAC-WASS system Main Menu



Select the Voucher Management System (VMS) to enter the current data collection process.

# US Department of Housing Urban Development Office of Public and Indian Housing Voucher Management System

VMS PHA Selection Screen – Based on user role, the PHA selection may be one (actual PHA name) or multiple (PHA names for Fee Accountant or PHA reporting for multiple PHAs)

The screenshot shows the Voucher Management System (VMS) PHA Selection Screen in a Netscape browser window. The browser's address bar shows the URL: <http://www.hud.gov/csmaster/vms/elpha.cfm>. The page title is "Voucher Management System". The date "October 28, 2003" is displayed in the top right corner. On the left side, there is a red sidebar with a list of links: "PHA Selection", "FAQs", "Manual Submission Form", "Instructions", and "Quick References". The main content area features the HUD logo and the text: "Voucher for Payment of Annual Contributions and Operating Statement", "Housing Assistance Payments Program", "Supplemental Reporting Form", and "OMB Approval No.2577-0169(Exp.03/31/04)". Below this, a paragraph of text states: "Public reporting burden for this collection of information is estimated to average 1.50 hours per response, including the time for reviewing instructions, searching existing data sources, gathering and maintaining the data needed, and completing and reviewing the collection of information. This agency may not conduct or sponsor, and you are not required to respond to, a collection of information unless that collection displays a valid OMB control number. Authority for this collection of information is the Housing and Community Development Act of 1987. Housing Agencies (HAs) required to maintain financial reports in accordance with accepted accounting standards to permit timely and effective audits. The financial records identify the amount of annual contributions that are received and disbursed by HAs. Responses to the collection of information are required to obtain a benefit or to retain a benefit. The information requested does not lend itself to confidentiality." At the bottom of the main content area, there is a label "Select a PHA :" followed by a dropdown menu. The browser's status bar at the bottom shows "Document: Done" and the Windows taskbar with the time "12:44 PM".

Voucher Management System

October 28, 2003

PHA Selection

FAQs

Manual Submission Form

Instructions

Quick References

U.S. DEPARTMENT OF HOUSING AND URBAN DEVELOPMENT

Voucher for Payment of Annual Contributions and Operating Statement  
Housing Assistance Payments Program  
Supplemental Reporting Form  
OMB Approval No.2577-0169(Exp.03/31/04)

Public reporting burden for this collection of information is estimated to average 1.50 hours per response, including the time for reviewing instructions, searching existing data sources, gathering and maintaining the data needed, and completing and reviewing the collection of information. This agency may not conduct or sponsor, and you are not required to respond to, a collection of information unless that collection displays a valid OMB control number. Authority for this collection of information is the Housing and Community Development Act of 1987. Housing Agencies (HAs) required to maintain financial reports in accordance with accepted accounting standards to permit timely and effective audits. The financial records identify the amount of annual contributions that are received and disbursed by HAs. Responses to the collection of information are required to obtain a benefit or to retain a benefit. The information requested does not lend itself to confidentiality.

Select a PHA :

# US Department of Housing Urban Development Office of Public and Indian Housing Voucher Management System

Voucher Management System - Microsoft Internet Explorer

File Edit View Favorites Tools Help

Address <http://www6.hud.gov/ssmaster/vms/listpha.cfm> Go Links

**Manual Submission Form**

**Instructions**

**Quick References**

**Voucher for Payment of Annual Contributions and Operating Statement**  
**Housing Assistance Payments Program**  
Supplemental Reporting Form  
OMB Approval No. 2577-0169(Exp. 03/31/04)

Public reporting burden for this collection of information is estimated to average 1.50 hours per response, including the time for reviewing instructions, searching existing data sources, gathering and maintaining the data needed, and completing and reviewing the collection of information. This agency may not conduct or sponsor, and you are not required to respond to, a collection of information unless that collection displays a valid OMB control number.

Authority for this collection of information is derived from the Department of Housing and Urban Development Act of 1965, as amended, which requires the submission of financial reports in accordance with the provisions of the Act. The information is necessary for the timely and effective annual contributions to the collection of information benefit. The information is necessary for the timely and effective annual contributions to the collection of information benefit. The information is necessary for the timely and effective annual contributions to the collection of information benefit.

Select a PHA :

- IN017 Indianapolis Housing Agency
- IN018 Housing Authority of the City of Tell City
- IN019 Housing Authority of the City of Michigan City
- IN020 Housing Authority of the City of Mishawaka
- IN021 Housing Authority of the City of Terre Haute
- IN022 Housing Authority of the City of Bloomington
- IN023 Housing Authority of the City of Jeffersonville
- IN024 Rockport Housing Authority
- IN025 Housing Authority of the City of Charlestown

This screen has a drop down selection box identifying all of the PHAs associated with the unique user id entered into the system. Normally, a PHA will only see their HA Number and Official PHA Name listed in the drop down box.

PHA must make a selection to proceed to the next page.

US Department of Housing Urban Development  
Office of Public and Indian Housing

# Voucher Management System

---

## **Guides for Formatting and Data Entry:**

- **System is designed to create an Original Submission for the PHA. Subsequent corrections will be made on existing document in VMS and will automatically be identified as a revision when submitted**
- **Enter only whole numbers without any punctuation marks (commas, dollar signs, and decimal points).**
- **If the HA has no report for a field, tab through it. If the HA response to a field is zero, enter "0".**
- **"Other" description fields are limited to 255 characters.**
- **Comment field has no limit.**

# US Department of Housing Urban Development Office of Public and Indian Housing Voucher Management System

## VMS-PHA static information.

- The information is taken from the Public Housing Information (PIC) system
- If information is incorrect, PHA must correct in the PIC system
- Missing information must be filled in for the VMS system to proceed. Later the information should then be entered in the PIC system for future use.
- E-mail address must be the central e-mail address for PHA

Voucher Management System - Maintain PHA Contact Information - Netscape

File Edit View Go Communicator Help

Back Forward Reload Home Search Netscape Print Security Shop Stop

Bookmarks Location: ud.gov/vmsmaster/vms/maintain\_pha\_contact.cfm?pha\_id=MD001&pc=ANNAPOLIS%20HOUSING%20AUTHORITY&eye=5/30&row=2050

What's Related

**Voucher Management System** October 28, 2003

**Maintain PHA Contact Details**

PHA Code	MD001
PHA Name	ANNAPOLIS HOUSING AUTHORITY
PHA Fiscal Year Ending	6/90

Name of Authorized HA Official

Email of Authorized HA Official

Point of Contact Name

Point of Contact Phone Number  Ext:

Please ensure that the information above is correct.  
If required, enter any missing information or correct wrong information. Click the 'Continue' button.

[Back to Top](#)

Document: Done

start Integration Environment Voucher Management Document1 - Microsoft

12:44 PM

US Department of Housing Urban Development  
Office of Public and Indian Housing

# Voucher Management System

- **Name of Authorized HA Official.** This field is pre-filled from the PIC system and it is a required field. If blank the PHA must enter the Name of the Authorized HA Official for the PHA, (generally this is the Executive Director), and then, at a later time, input the required information into the PIC system for future needs.
- **Official HA E-mail Address.** This field is pre-filled from the PIC system. This is a required field, and if blank the PHA must enter the Official email address for the PHA, and then, at a later time, input the required information into the PIC system for future needs. This address serves as the primary medium for official correspondence between the FMC and the PHA.
- **Point of Contact** – Name of the person who can answer questions about the 52681-B data submission. This information is pre-filled based on information from the PIC system files. If this POC is incorrect, the information must be corrected in PIC. This is a required field and If it is blank, the PHA must enter the POC name on this screen, and then , at a later time, input the required information into the PIC system for future needs.
- **Point of Contact Phone Number** – Phone number and extension (if any) of the Point of Contact. This information is pre-filled based on information from the PIC system files. If this POC Phone Number is incorrect, the information must be corrected in PIC. This is a required field and if blank, the PHA must enter the POC phone number and extension on this screen, and then, at a later time, input the required information into the PIC system for future needs.
- **Point of Contact Phone Number Extension** - Is not required, but if used, must be numeric.
- It is the responsibility of the PHA to ensure all information is correct, and that wrong or missing data is updated in the PIC information system for future data collection use.
- These are required fields and require an entry before the user is allowed to proceed with the data collection process.
- Once information is entered it becomes static in the VMS System and cannot be changed except through of the PIC environment.

# US Department of Housing Urban Development Office of Public and Indian Housing Voucher Management System

- The PHA is not required to submit the Available Administrative Fee Reserve Balance information at this time.

The screenshot displays the Voucher Management System interface in a Netscape browser window. The title bar reads "Voucher Management System - (MD001 - ANNAPOLIS HOUSING AUTHORITY - August) - Netscape". The address bar shows the URL: [http://www6.hud.gov/ssmaster/vms/Form52681A.cfm?pha\\_id=MD001&pc=ANNAPOLIS%20HOUSING%20AUTHORITY&type=6/30&row=2050](http://www6.hud.gov/ssmaster/vms/Form52681A.cfm?pha_id=MD001&pc=ANNAPOLIS%20HOUSING%20AUTHORITY&type=6/30&row=2050). The page header includes "Voucher Management System" and the date "October 28, 2003".

On the left is a red sidebar with navigation links: PHA Selection, FAQs, Manual Submission Form, Instructions, and Quick References. The main content area is titled "PHA Details" and contains a table with the following information:

PHA Details	
PHA Code	MD001
PHA Name	ANNAPOLIS HOUSING AUTHORITY
PHA Fiscal Year Ending	6/30
Name of HA Point of Contact	Patricia Holden Grosan
Point of Contact Phone	4102678800 EXT. 0
Name of Authorized HA Official	James D. Garner
Official Housing Authority E-mail Address	james_d_garner@hud.gov

Below the table are tabs for "August", "September", and "October". The "August" tab is selected. The form below the tabs includes a "Submission Type" dropdown set to "Original Submission". A red circle highlights the "Available Administrative Fee Reserve (Operating Reserves) Balance" field, which contains the text "N/A". Below this are sections for "Voucher Units" with input fields for "Ligation", "Mainstream 1-Year", and "Mainstream 5-Year".

The Windows taskbar at the bottom shows the "start" button, several icons, and open applications including "Integration Environ...", "Voucher Management...", and "Document1 - Micros...", with the system time displayed as "12:45 PM".



US Department of Housing Urban Development  
Office of Public and Indian Housing

# Voucher Management System

## Voucher Units

- Section divided into 6 categories
  - Litigation
  - Mainstream 1 Year
  - Mainstream 5 Year
  - Homeownership
  - Moving to Work
  - All other vouchers
- System automatically calculates Total Vouchers

The screenshot shows a Netscape browser window titled "Voucher Management System - (MD001 - ANNAPOLIS HOUSING AUTHORITY - August) - Netscape". The address bar shows the URL: [http://www6.hud.gov/ssmaste/vms/Form52681A.cfm?pha\\_id=MD001&pc=ANNAPOLIS%20HOUSING%20AUTHORITY&ye=6/30&row=2050](http://www6.hud.gov/ssmaste/vms/Form52681A.cfm?pha_id=MD001&pc=ANNAPOLIS%20HOUSING%20AUTHORITY&ye=6/30&row=2050). The page has a red header with tabs for "August", "September", and "October". A large red vertical bar is on the left side of the form. The form contains the following sections:

* Submission Type	Original Submission
Available Administrative Fee Reserve (Operating Reserves) Balance	N/A
<b>Voucher Units</b>	
Litigation	<input type="text"/>
Mainstream 1-Year	<input type="text"/>
Mainstream 5-Year	<input type="text"/>
Homeownership Vouchers	<input type="text"/>
Moving To Work Vouchers	<input type="text"/>
All Other Vouchers	<input type="text"/>
Total Vouchers	<input type="text"/>
New Home Owners - This Month	<input type="text"/>
<b>HAP Expenses</b>	
HAP Litigation	<input type="text"/>
HAP Mainstream 1-Year	<input type="text"/>
HAP Mainstream 5-Year	<input type="text"/>
HAP Homeownership Vouchers	<input type="text"/>

The Windows taskbar at the bottom shows the Start button, several icons, and open applications: "Integration Environment...", "Voucher Management...", and "Document1 - Microsoft...". The system clock shows "12:45 PM".



US Department of Housing Urban Development  
Office of Public and Indian Housing

# Voucher Management System

- **Litigation** – Report the total number of vouchers leased in conjunction with any legal action, court case, or judgment/consent decree.
- **Mainstream 1 and 5 year** – Report vouchers leased for mainstream purposes. Note: Mainstream vouchers are special purpose vouchers awarded to HAs for disabled individuals.
- **Homeownership** – Report the total number of vouchers in use to assist families with homeownership expenses rather than rent.
- **Moving to Work** – Report the number of vouchers used to assist moving to work families.
- **All Other Vouchers** – Report the total number of vouchers leased or families assisted on the first day of the month.

**Note:** Do not include any vouchers for Litigation, Mainstream, Homeownership or Moving to Work, these are reported separately in the above fields.

- **Total Vouchers** – System generated total. Summation of Litigation, Mainstream, Homeownership, Moving to Work, and All other Vouchers. Represents the total number of vouchers leased by the PHA during the month.
- **New Homeowners This Month** – The total number of households for whom the report month is the first month of homeownership assistance. This number must be included in the Homeownership total and cannot be greater than the number of Homeownership Vouchers.

***All numbers must be reported in whole number amounts only.***

US Department of Housing Urban Development  
Office of Public and Indian Housing

# Voucher Management System

## HAP Expenses

Section divided into 7 categories

- HAP Litigation
- HAP Mainstream 1 Year
- HAP Mainstream 5 Year
- HAP Homeownership
- HAP Moving to Work
- HAP All other vouchers
- HAP Total

All values must be in reported in whole dollars amounts only.

Voucher Management System - (MD001 - ANNAPOLIS HOUSING AUTHORITY - September) - Netscape

File Edit View Go Communicator Help

Back Forward Reload Home Search Netscape Print Security Shop Stop

Bookmarks Location Form62581A.cfm?pha\_id=MD001&pcc=ANNAPOLIS%20HOUSING%20AUTHORITY&ye=6/30&ow=2060&CFID=180171&CFTOKEN=26077347 What's Related

New Home Owners - This Month	
<b>HAP Expenses</b>	
HAP Litigation	
HAP Mainstream 1-Year	
HAP Mainstream 5-Year	
HAP Homeownership Vouchers	
HAP Moving To Work Vouchers:	
(Housing Assistance Payments to Landlords, Utility Reimbursement, FSS Escrow, Home Purchase Escrow) Exclude: Portability payments due from another Housing Authority.	
HAP All Other Vouchers	
HAP Total	
<b>Fee Earned</b>	
Administrative Fee Earned	
<b>Expenses</b>	
Administrative Expense	
(Accts 4110, 4130, 4150, 4170, 4180, 4190, 4400, 4510, 4540, 7520 and 7540) Exclude: FSS Coordinator, Housing Conversion Fee, Mobility Counseling, ROC costs, Preliminary Expenses, and Portability payments due from another Housing Authority.	
Audit	
(If you have audit costs during the reporting period, please enter the amount here)	
Used to Finance	

Document: Done

start Integration Environment... Voucher Management... Document1 - Microsoft... 12:48 PM

US Department of Housing Urban Development  
Office of Public and Indian Housing

# Voucher Management System

---

- **Hap-Litigation Expense** – Report the total HAP Litigation expense in conjunction with any legal action, court case, or judgment/consent decree. An amount must be entered in this field if an amount is entered in the Litigation field.
- **HAP Mainstream 1 and 5 Year** – Report the HAP Mainstream 1 and 5 year expense for leased special purpose vouchers used for disabled individuals. An amount must be entered in this field if an amount is entered in the associated Mainstream Voucher field.
- **HAP Homeownership** – Report HAP Homeownership expenses relating to vouchers used to assist families with homeownership expenses rather than rent. An amount must be entered in this field if an amount is entered in the Homeownership Voucher field.
- **HAP Moving to Work** – Report HAP Moving to Work expenses related to Moving to Work Vouchers. PHA must also supply an explanation of the use of MTW voucher funds for any purpose OTHER THAN rental or homeownership assistance in the comment section below. An amount must be entered in this field if an amount is entered in the Moving to Work Voucher field.
- **HAP All Other Vouchers** – Report the total expenses charged to accounting code 4715, excluding any cost billed for other HAP expenses listed above and any cost billed to another agency. An amount must be entered in this field if an amount is entered in the All Other Voucher field.
- **HAP Total** – This is a system calculated field and requires no input from the PHA. This amount should reflect the total HAP expense for the PHA as reported in accounting code 4715, excluding any cost billed to another agency.

US Department of Housing Urban Development  
Office of Public and Indian Housing

# Voucher Management System

**Administrative Fee Earned** – Calculate this amount using the latest published Administrative Fee Rate. The fee must be based upon the number of units under lease as of the first day of the month, not the number of units leased during the month.

An amount needs to be entered in this field if a value is present in the Total Voucher field.

Must be reported in whole dollars amounts only.

The average administrative fee earned should be between \$33.00 and \$85.00.

Voucher Management System - (MD001 - ANNAPOLIS HOUSING AUTHORITY - September) - Netscape

Form52681A.cfm?pha\_id=MD001&pc=ANNAPOLIS%20HOUSING%20AUTHORITY&me=6/30&row=2060&CFID=180171&CFTOKEN=26077347

HAP Total	
Fee Earned	
Administrative Fee Earned	
Expenses	
Administrative Expense	
<small>(Accts 4110, 4130, 4150, 4170, 4180, 4190, 4400, 4510, 4640, 7620 and 7640) Exclude: FSS Coordinator, Housing Conversion Fee, Mobility Counseling, RDC costs, Preliminary Expenses, and Portability payments due from another Housing Authority.</small>	
Audit	
<small>(If you have audit costs during the reporting period, please enter the amount here)</small>	
Hard to House	
FSS Coordinator	
LBP Clearance Test	
LBP Risk Assessment	
Mobility Counseling	
Preliminary Fees	
Housing Conversion Fees	
Regional Opportunity Counseling	
Other Expenses	

Document: Done

start | Integration Environ... | Voucher Management... | Document1 - Micros... | 12:48 PM

US Department of Housing Urban Development  
Office of Public and Indian Housing

# Voucher Management System

## Expenses

- This section is divided into 10 separate sections.

- Administrative Expense
- Audits
- Hard to House
- FSS Coordinator
- LBP Clearance Test
- LBP Risk Assessment
- Mobility Counseling
- Preliminary Fees
- Housing Conversion Fees
- Regional Opportunity Counseling

The screenshot displays the Voucher Management System web application in a Netscape browser window. The title bar reads "Voucher Management System - (MDD01 - ANNAPOLIS HOUSING AUTHORITY - September) - Netscape". The address bar shows a URL with parameters including "FormID=2581A", "cfn?pha\_id=MDD01&pc=ANNAPOLIS%20HOUSING%20AUTHORITY&ye=6/30&ow=2060&CFID=180171&CFTOKEN=26077347". The main content area is a form titled "Expenses" with a large red rectangular area on the left side. The form includes the following sections and input fields:

- HAP Total
- Fee Earned
- Administrative Fee Earned
- Expenses
- Administrative Expense
- (Note: 4110, 4130, 4150, 4170, 4180, 4190, 4400, 4510, 4540, 7520 and 7540) Exclude: FSS Coordinator, Housing Conversion Fee, Mobility Counseling, ROC costs, Preliminary Expenses, and Portability payments due from another Housing Authority.
- Audit
- (If you have audit costs during the reporting period, please enter the amount here)
- Hard to House
- FSS Coordinator
- LBP Clearance Test
- LBP Risk Assessment
- Mobility Counseling
- Preliminary Fees
- Housing Conversion Fees
- Regional Opportunity Counseling
- Other Expenses

The Windows taskbar at the bottom shows the "start" button, several open applications including "Integration Environment...", "Voucher Management...", and "Document1 - Micros...", and the system clock indicating "12:48 PM".

US Department of Housing Urban Development  
Office of Public and Indian Housing

# Voucher Management System

- **Administrative Expense** – Report routine expenditures associated with running the HCV program (Accounting codes – 4110, 4130, 4150, 4170, 4180, 4190, 4400, 4510, 4540, 7520, and 7540), salaries, rent, sundry, training, maintenance, utilities, accounting expenses, etc, and un-funded FSS Coordinator, and Housing Search/Counseling programs. Exclude expenses covered by a funded FSS Coordinator, Housing Conversion Fees, Mobility Counseling, Regional Opportunity Counseling awards, Preliminary Expenses, and expenses billed to another agency. An expense must be reported if Total Vouchers has a value listed.
- **Audit** – Enter the amount billed for your IPA audit, excluding the accounting service fee if any incurred during this reporting cycle. Report this amount only in the Month it occurred.
- **Hard to House** – Report all Hard to House expenses for the month the unit is initially leased. The fee rate is \$75.00 per unit. The reported amount must be divisible by 75.
- **FSS Coordinator Expense** – Report the portion of the FSS Coordinator and Benefits expense incurred during the month.
- **LBP Clearance Test** – Report the initial Lead Based Paint Clearance Test Assessment fee. Limited to \$150 per unit and reported in month the testing occurred.
- **LBP Risk Assess** – Report all Lead Based Paint Risk Assessment fees in the month the assessment is made. The fee is limited to \$350.00 per unit
- **Mobility Counseling** – Report all expenses related to Housing Search Assistance Program or funded Mobility Counseling Awards, and reported in the month the expense occurred.
- **Preliminary Fees** – One time fee limited to first time HAs at \$500.00 per unit. The entire amount of allowed fee that is being claimed for the FY may be claimed at one time.
- **Housing Conversion Fee** – One time fee of \$250 per unit. The entire amount of allowed fee that is being claimed for the FY may be claimed at one time. Figure reported must be divisible by 250.
- **Regional Opportunity Counseling** – Report all R.O.C. Grant expenses incurred during the reporting period.

***All values must be reported in whole dollar amounts only***

US Department of Housing Urban Development  
Office of Public and Indian Housing

# Voucher Management System

## Other Expenses

- Report additional expenditures for which the HA is entitled to reimbursement by HUD.
- Provide a brief description, the description field is limited to 255 characters.
- Enter amount in whole dollar amount.

The screenshot shows a Netscape browser window titled "Voucher Management System - (MD001 - ANNAPOLIS HOUSING AUTHORITY - September) - Netscape". The address bar shows a URL with parameters. The page content includes a red sidebar on the left and a main form area. The form has a section titled "Other Expenses" with a sub-header "Regional Opportunity Counseling". Below this, there are three rows of input fields. Each row contains an "Expense Description" field (a large text area), an "Expense Amount" field (a small text box), and a "Comments" field (a large text area). The "Expense Description" fields are currently empty. The "Expense Amount" fields are also empty. The "Comments" fields are empty. The browser's status bar at the bottom shows "Document: Done" and "Document1 - Microsoft Word". The system clock in the bottom right corner shows "12:48 PM".

Other Expenses		
Expense Description 1		
Expense Amount 1		
Expense Description 2		
Expense Amount 2		
Expense Description 3		
Expense Amount 3		
Comments		



US Department of Housing Urban Development  
Office of Public and Indian Housing

# Voucher Management System

## Comments

- This section allows the Housing Agency to supply additional information or specific comments about the data being submitted.
- MTW Agencies should identify all MTW Voucher funds used for purposes other than leasing or homeownership assistance, by activity and amount.

Voucher Management System - (MD001 - ANNAPOLIS HOUSING AUTHORITY - September) - Netscape

File Edit View Go Communicator Help

Back Forward Reload Home Search Netscape Print Security Shop Stop

Bookmarks Location Form62581A.cfm?pha\_id=MD001&pc=ANNAPOLIS%20HOUSING%20AUTHORITY&ye=6/30&ow=2060&CFID=180171&CFTOKEN=26077347 What's Related

Expense Description 2

Expense Amount 2

Expense Description 3

Expense Amount 3

Comments

Comments

Date 10/15/2009

Save

Form HUD-62581-B(03/2003 Ref Hand book 7420.8)

Back to Top

Document: Done

start James D. Garner - Dr... Voucher Management... Document1 - Microsof... 12:49 PM



US Department of Housing Urban Development  
Office of Public and Indian Housing

# Voucher Management System

## Date

- System generated and represents the date the PHA submits to HUD via the VMS web site.

## Print

- Use the print icon to print the monthly document at this time prior to saving.

## Save Button

- Button designed to save current month data and advance user on to next month (e.g. August to September)
- Save Button also invokes data edits

Voucher Management System - (MD001 - ANNAPOLIS HOUSING AUTHORITY - September) - Netscape

File Edit View Go Communicator Help

Back Forward Reload Home Search Netscape Print Security Shop Stop

Bookmarks Location Form52581A.cfm?pha\_id=MD001&pc=ANNAPOLIS%20HOUSING%20AUTHORITY&ye=6/30&ow=2060&CFID=180171&CFTOKEN=26077347

Expense Description 2

Expense Amount 2

Expense Description 3

Expense Amount 3

Comments

Comments

Date 10/28/2003

Save

Form HUD 52581-B(03/2003 Ref Handbook 7420.8)

Back to Top

Document: Done

start James D. Garner - Dr... Voucher Management... Document1 - Microsof... 12:49 PM

US Department of Housing Urban Development  
Office of Public and Indian Housing

# Voucher Management System

## Submit Button

- This button submits the current data collection to HUD and is always found on the last month of each reporting cycle.
- Initiates final edits of data prior to submission

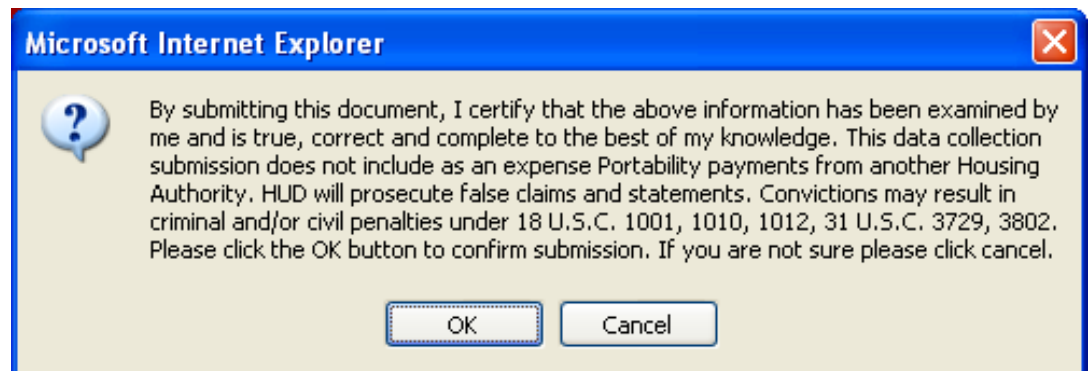
The screenshot shows a Netscape browser window titled "Voucher Management System - (MD001 - ANNAPOLIS HOUSING AUTHORITY - October) - Netscape". The address bar shows a URL starting with "Fem02681A.cfm?pha\_id=MD001&pcc=ANNAPOLIS%20HOUSING%20AUTHORITY&me=6/30&now=20/08&CFID=180171&CFTOKEN=26077347". The main content area is a form with several sections: "Expense Amount 1", "Expense Description 2", "Expense Amount 2", "Expense Description 3", "Expense Amount 3", "Comments", and "Date". The "Date" field is set to "10/28/2003". At the bottom right of the form are "Save" and "Submit" buttons. A large red rectangle is overlaid on the left side of the form, obscuring the "Expense Amount 1" and "Expense Description 2" fields. The browser's status bar at the bottom shows "Document: Done" and the system clock is "12:57 PM".

US Department of Housing Urban Development  
Office of Public and Indian Housing

# Voucher Management System

## Certification Statement

- Statement that certifies that the PHA Official (generally the Executive Director or designated individual) has reviewed the Data Collection information prior to submission
- Click on Ok to proceed and submit.
- Click on Cancel to return to the edit mode of the document.

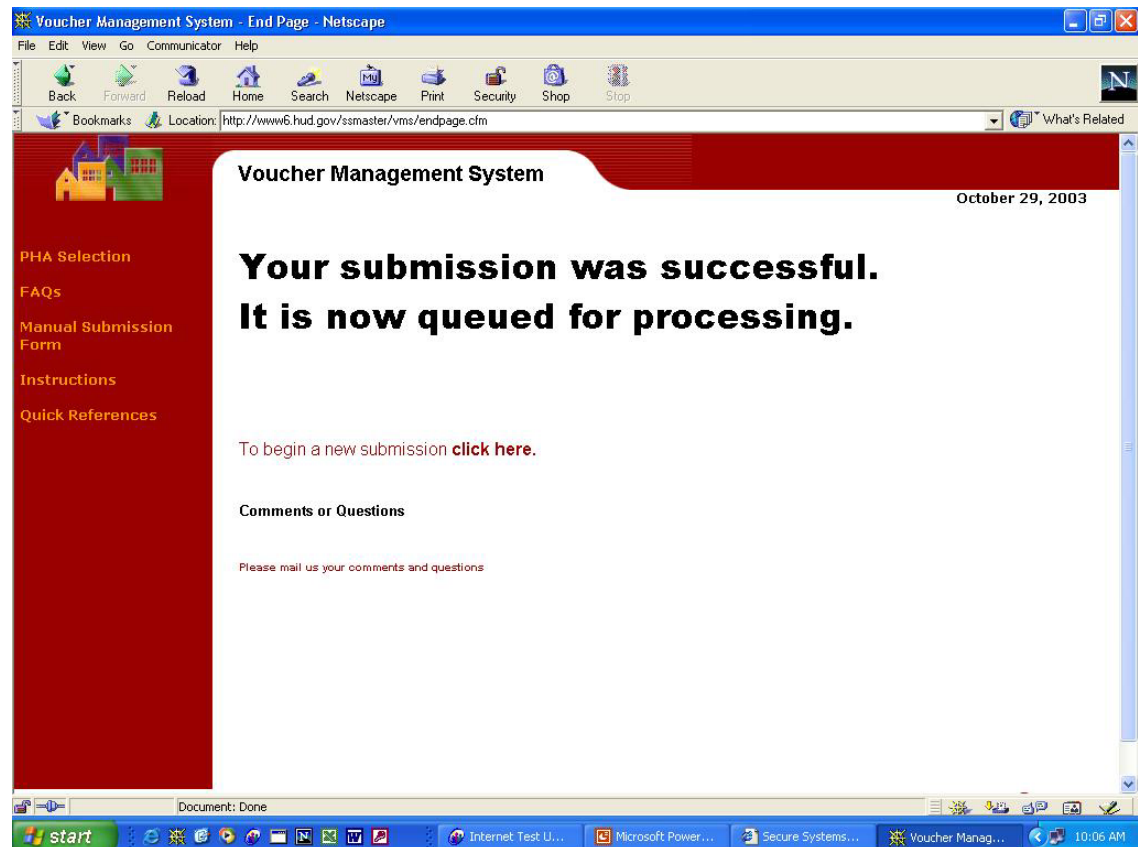


US Department of Housing Urban Development  
Office of Public and Indian Housing

# Voucher Management System

## Successful Submission

- As a normal PHA this would signify the end of the process.
- Fee Accountants could at this time proceed on to the next PHA for data input.
- Once this message is received, data collection process is complete and the browser can now be closed.



US Department of Housing Urban Development  
Office of Public and Indian Housing

# Voucher Management System

For Technical support on accessing the web site, or with user ids/passwords,  
Contact the TAC @ Phone: 1-888-245-4860  
To email the TAC select the "Contact us" link on the REAC's Web site.

For Technical support on Data Collection contact the  
Financial Management Center @ 1-888-404-3893 (press # key) 6140  
Email the FMC @ Financial\_Management\_Center@HUD.Gov

**Homes & Communities**  
U.S. Department of Housing and Urban Development

**Real Estate Assessment Center**  
About REAC  
Business area products  
Business partners  
Online systems  
Common questions  
Calendar  
Industry user guides  
Library  
Directory  
Training  
Technical support  
**Contact us**  
HUD news  
Homes  
Communities  
Working with HUD

**Real Estate Assessment Center**  
En español | Text only | Search/ind

Home > About HUD > Real Estate Assessment Center > Online systems

## Online Systems

- **ATTENTION ALL PIH-REAC USER!**

Release Schedule: (10/20/03)

- o Friday November 14, 2003 - 8pm\*
- o Friday January 16, 2004 - 8pm\*
- o Friday April 30, 2004 - 8pm\*

\*Eastern Standard Time

Several users are receiving an error message when attempting to access applications from within Secure Systems. The message states:

An error occurred while evaluating the expression: "#client.userid#"

**Local information**  
**Print version**  
**E-mail this to a friend**

Existing users log in below  
**LOG IN**

Need to access HUD systems?  
Register below:  
**Online Registration**  
**PASSWORD RESET**

Note: Password reset will require you to provide exact information from